

Internship Opportunity

Delaware Economic Development Office
99 Kings Highway
Dover, Delaware 19901

Internship Position: Assistant Workforce Development Representative

Location: Dover, Delaware

Commitment: 15-20 hours per week for 8-10 weeks.

Intern: one; undergraduates or graduate.

GPA: 3.2+

Agency Overview: The Delaware Economic Development Office, Workforce Development Center (WDC) stands ready to help existing companies with business, retention and expansion. WDC leverages DEDO cluster employer groups to help Delaware companies recruit and retain valued employees. In essence, our local companies are provided assistance with recruitment, training, retention and education for all types of employees.

Internship Description: Assistant Workforce Development Representative will be assigned to research and collection of data on Delaware companies to ascertain their hiring status, type of workforce, and training needs. Intern will develop a spreadsheet to maintain company information and compiled data collected into a comprehensive report to be utilized by the WDC to determine recruitment, training, retention and education needs for Delaware companies.

Eligible Fields of Studies: Economic Development, Human Resource Management, Community Development, Public Policy and Business Administration.

Eligibility/Skills Required: Written and oral communication skills, organizational skills and experience, research/survey skill and ability, problem-solving ability and critical thinking skills required. Group process skills and experience, computer skills, team work skills and experience, report writing; interest and experience in community and economic development, research, and employment and training preferred.

How to Apply: E-mail letter outlining interests, resume, and references to:

Contact: Sonia Aguilar, Acting Director, Workforce Development Center

Phone: 302-672-6850

Fax: 302-739-2070

E-mail: Sonia.Aguilar@state.de.us